

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY JANUARY 23, 2019**

The Board of Trustees met in a regular monthly meeting at 9:30 A.M. in the offices of the District at the Water Pollution Control Plant on Wednesday, January 23, 2019. Present were, Trustee Judith S. Sotir, Trustee Michael C. Funkey, Trustee Christopher F. Childress and Trustee Dave Krahn. Also present were Attorney Gregg Ingemunson, Manager Thomas F. Muth, District Engineer John Frerich, Human Resources Coordinator Patrick Divine, Business Manager Jimmie Delgado, Plant Manager Matt Woodin, Operations Supervisor, Joel Ilseman, Engineering & Field Supervisor Keith Zollers and Norma Rodriguez.

10405

The bills were presented and read. It was moved by Trustee Childress that the bills be allowed as read, ratify and approve the checks drawn during the month of December 2018 in the amount of \$3,809,635.35. Motion was seconded by Trustee Krahn, put to vote and unanimously carried that the bills be paid as presented.

10406

It was moved by Trustee Childress seconded by Trustee Krahn, put to vote and unanimously carried that the Treasurer's Report for December, 2018 be approved as submitted.

10407

It was moved by Trustee Childress, seconded by Trustee Krahn, put to vote and unanimously carried that the minutes of the December 19, 2018 Regular Board Meeting be approved as written each of the Trustees having received, and read copies of said minutes before the meeting.

In Public Comments Trustee Sotir congratulated all of Fox Metro employees who celebrated birthdays in the month of January. She also congratulated Michael Horton who celebrated 35 years of service at the District and will be retiring in February. Also congratulated was Plant Manager Matt Woodin for his 15 years of service at the District.

Fox Metro has been involved with Sci-Tech for many years. Recently, Fox Metro acquired a mascot and conducted a contest that involved kids who visited the District's display at Sci-Tech to participate in helping name the mascot. There were postcards with name suggestions at the display and kids were asked to vote for a name. The price for the winner is a \$500.00

scholarship and a free pass to Sci-tech for one year. There was great response from the public and Fox Metro received many postcards votes. During the Board Meeting, Fox Metro mascot's name was officially announced. The selection was made via a drawing from all those who voted. The name that received the most votes was "Felix". Congratulations to Lio Bian. He was the name that was the drawn. He will be notified by the District and a date will be set to present the check and take pictures with "Felix" at Sci-Tech.

It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that the Regular Board Meeting be temporarily adjourned for the Committee of Local Improvements.

The Regular Board Meeting temporarily adjourned at 9:45A.M.


In the Committee of Local Improvements Manager Muth introduced Dan Rivera, Chairman of the Safety Committee. Dan gave the Board the safety summary for 2018.

A breakdown was given of accidents for the year. There were a total of 11 reported accidents, 2 were OSHA reportable. There were 45 days of work lost due to accidents. There were 5 modified work days lost which means the employee worked but was given lighter tasks. Fox Metro is still below the standards for the industry of 4.8 OSHA reportable accidents per year.

Dan said the committee keeps track of accidents per month. Most of the accidents happened in spring and summer. He reported there were a total of 11 accidents in 2018 and outlined the location, type of accident and what building each accident occurred.

Dan reported the plant had a Confined Space Audit. An outside company came in to perform this audit of just the North Plant and 308 confined spaces were found. New procedures have been implemented and a confined space rescue team has been organized that consists of 10 Fox Metro employees. These employees spent three days training with the outside company in confined space safety and rescue. The employees enjoyed the training and were very cooperative. Dan stated that every week he takes two employees and puts them on a rescue team. If there are any confined spaces that will be worked on that particular week, they are notified and oversee the work.

Having employees trained on confined space rescue is an advantage to the District because the rescue team can be on site immediately and the surrounding fire departments could take up to 15 to 20 minutes to respond. Fast response is crucial to a successful rescue.



Dan stated that as part of safety, the Electrical Department Foreman implemented a Hot Work Permit in June 2018 for all electricians. His main goal is to eliminate hazards. In the past employees would only use personal protection equipment and now the procedure is to eliminate the power source. This new implementation has been working great for the Electrical Department because it is creating a safer environment for his electricians.

Dan reported that secondary labeling has been conducted for the Lubrication Department. The employee who oversees lubrication at the plant has been performing this duty for over twenty years and he is very familiar with all the labeling of the oils he utilizes, however, other employees at the plant are not and do not know the function of the different oils used. This can be a safety hazard if an employee grabs oil that he is not familiar with and uses it on equipment that the oil is not suitable for. This is where secondary labeling is helpful because now the label lists the manufacturer, what chemical the oil contains, what equipment it is used for and safety measures if swallowed or splashed in eyes. New labels have been placed on all the oil containers at the plant.

The Safety Committee goals that were accomplished in 2018 were the Confined Space Audit, fall protection equipment audit and getting more employees OSHA 10 hour General Industry certified. A class was conducted in May and 12 employees completed that course. The goals for 2019 are to complete the Safety Manual. This Manual is 90% complete and will be presented to the Board in February. Other goals will be to audit hazardous materials, update lockout tag-out program, update electrical hazardous classifications and perform a Confined Space Audit when the South Plant goes on line.

At this time, it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that the Committee of Local Improvements be adjourned and the Regular Board Meeting be reconvene

10409

The Regular Board Meeting reconvened at 9:50 A.M.

Attorney Ingemunson addressed the Board with the Attorney's Report. Attorney Ingemunson presented to the Board for their approval Resolution No. 969, Annexation of 1 S. Adams, LLC (Reserve Hudson Creek) in Kendall County, Illinois, It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that Resolution No. 969, adopting Ordinance No. 880, with 1 S Adams, LLC, (Reserve Hudson Creek) Kendall County, Illinois be approved as written.

10410

10411

Attorney Ingemunson presented to the Board for their approval Resolution No. 970, Annexation of Kenpoint IL, LLC (Delta Sonic) in Kendall County, Illinois, It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that Resolution No. 970, adopting Ordinance No. 881, with Kenpoint IL, LLC (Delta Sonic) Kendall County, Illinois be approved as written.

10412

Mr. John Frerich addressed the Board with the Engineer's Report and updates on Construction projects. Mr. Frerich requested approval of Partial Payment No. 37 to River City Construction, Inc., in the amount of \$589,907.57 for South Waste Water Treatment Facility Project. It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of \$589,907.57 to River City Construction, Inc., for work completed on the South Waste Water Treatment Facility Project.

10413

Mr. Frerich requested approval of Partial Payment No. 14 to Whittaker Construction, Inc., in the amount of \$116,820.00 for the North Plant Improvement Project. It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of \$116,820.00 to Whittaker Construction, Inc., for work completed on the North Plant Improvement Project.

10414


Mr. Frerich requested approval of Partial Payment No. 6 to Whittaker Construction, Inc., in the amount of \$87,966.00 for Primary Sludge Valve Vault and Piping Improvements Project. It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of \$87,966.00 to Whittaker Construction, Inc., for work completed on Primary Sludge Valve Vault and Piping Improvement Project.

10415

Mr. Frerich requested approval of Partial Payment No. 2 to Lite Construction, Inc., in the amount of \$67,140.00 for the Oswego Pump Station Generator Building Replacement Project. It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of \$67,140.00 to Lite Construction, Inc., for work completed on the Oswego Pump Station Generator Building Replacement Project.

10416

Mr. Frerich requested approval of Partial Payment No. 2 to Flow-Technics in the amount of \$38,325.00 for the Reckinger Road Pump Station Project. It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of \$38,325.00



to Flow-Technics, for work completed on the Reckinger Road Pump Station Project.

Manager Muth addressed the Board with the Manager's Report and stated that the Union contract was approved a few months ago and it was just completed and asked the Board to sign the Union Contract.

Manager Muth continued with the Manager's report and shared with the Board the District's 2018 goals and accomplishments.

PLANT GOALS

1. Meet or Exceed all NPDES Permit Requirements – The District met all the permit requirements. Over 1,000 analysis were reported to the IEPA with 100% compliance. This speaks volumes to the dedication and experience and pride staff has taken to be able to accomplish this. This is the fourth year in a row that staff has been able to accomplish this goal. Congratulations and thanks to the Board and all personnel for this tremendous accomplishment.


Manager Muth reviewed with the Board the yearly comparison of flows, suspended solids, CBOD's and Ammonia Nitrogen. 2018 was a great year for the plant received higher flows removed more suspended solids, CBOD's and Ammonia Nitrogen compared to other years. Manger Muth is very pleased and proud of staff for their hard work and dedication to make this possible.

2. Work towards an Accident Free Workforce – This was summarized in the Committee of Local Improvements.

3. Determine Testing Frequency & Requirements for South Plant – Collaborated with the laboratory and Deuchlers to set the testing schedule.

4. Develop a Startup/Outline for South Plant - Factory Acceptance Tests (FAT) completed in November. Mechanical equipment startup is complete, plan for seeding the South Plant is complete. This means that new microorganisms will be introduced in the new aeration tanks in the South Plant. A plan was developed to accomplish this and has been completed. Also the preliminary plan for equipment startup order has been completed and a detailed plan is yet to be determined.

5. Optimize Efficiency in Aeration Tanks – This has been completed and have achieved a 35% reduction in energy usage.



6. Work with Deuchler to complete the Master Plan – in 2005 the District completed a Master Plan and it was submitted to the IEPA and those projects that were identified were able to be utilized to obtain a revolving loan. The District is updating the Master Plan because there is some significant areas at the Plant that are at the end of their useful life. Some of these buildings in need of renovation were built before 1970. Some buildings will be able to be renovated, some will have to be rebuilt. The Master Plan will develop a short range plan for what capital improvement projects and what long range plans will be utilized for a revolving loan. Many engineering inspections were completed throughout 2018 to incorporate into the Master Plan. The target date for completion is in Spring 2019.

7. Continue with Green Initiatives – Landscape design has been completed for the new O&M Building to incorporate prairie plantings and native grasses once construction is complete.

STRATEGIC GOALS

1. Finalize South Plant – Construction is proceeding on schedule. The critical path now is to complete the integration.

2. Continue Succession Planning – Staff has put forth a lot of effort to increase cross-training. Increased the amount of educational training including lunch and learn sessions for employees. Some employees are taking advantage of the two step system where they take two college level courses to increase a step. This is beneficial to both the employee and to the District and is part of the succession plan. The District has also improved hiring procedures.

3. Work with Agencies and Groups to Improve the Environment – The District collaborates with the Fox River Study Group, Aurora Greenfest and Aurora Kiwanis One-Day Cleanup. The last Kiwanis One-Day Cleanup event had over 400 volunteers that included Waubensee Community College students, Aurora University students, East Aurora High School Students, Fox Valley Park District staff, Fox Metro staff, City of Aurora staff and other members of the public that wanted to participate. This year the next One-Day Clean up will be April 13, 2019. Fox Metro is involved in Aurora Greenfest every year. The Lab sets up a telescope and answers questions the public may have regarding the plant's process. This is also a good opportunity for the District to collect unwanted and expired medication.

ADMINISTRATIVE GOALS

1. Update Grease Ordinance #784 – This has been moved to 2019 goals. Fox Metro has produced a magnet identifying the types of foods and grease that the public should avoid discarding in their drain. These magnets are distributed to customers and business establishment so they can avoid putting these things in the sink and avoid damage to their sewer pipes.
2. Revise the Safety Manual – This is almost complete and will be presented to the Board at the February Board meeting.
3. Update Policy Manual – This is anticipated to be completed soon and presented to the Board in April
4. Convert VPN to AVPN over fiber optic MPLS Network to Field Office – This has been completed and now there is better e-mail and phone connection between the Field office and the main facility.
5. Update Sewer Use Ordinance - When Fox Metro receives the new NPDES permit, there will be six months to review and update it, present it to the Board and submit to the IEPA.
6. Update Public Relation Endeavors – Fox Metro participates in several public events. The website has been improved, there are public education blog posts and there is an increase positive public relations with children by working with Sci-Tech in Name the Fox contest. Fox Metro is also involved with the Fox Valley Operators Association, Joel Ilseman , Fox Metro's Operations Foreman is a Board member and also received the Operator of the Year award for that organization. Fox Metro is also involved with NIWAA (Northern Illinois Water Analyst Association), Fox River Study Group, IAWA, IWEA and Imagine a Day Without Water Campaign.

The next item in the Manager's Report Manager Muth discussed the procurement of H-5 equipment. A few years ago, the Board authorized staff to utilize Walker Equipment to replace all the mechanical equipment inside the clarifiers as a sole source purchase. Management would like to procure the equipment now because it takes approximately six months to construct. The clarifier is in need of rehabilitation and Management would like to accomplish this in August or September. Manager Muth asked for the Board's approval and budget this project in the next fiscal year. The cost of this project is approximately \$225,000.00 and in June would like to go out to bid for a mechanical contractor to remove the old equipment and install the new one.

At this time it was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried to approve the request of staff to begin procurement of the necessary equipment to rehabilitate the clarifiers in August or September 2019.


Manager Muth continued with the Manager's Report and discussed the Federally Enforceable State Operations Permit (FESOP). He advised the Board that last Thursday the IEPA was present at Fox Metro for an air emissions inspection. They inspect the emissions that are created by the boilers, heaters and excess methane flare. The last inspection was in July 2014. Springfield generates the list of the facilities that will receive the inspection. Daniel Delgado was the IEPA inspector that came out and he was also the inspector in 2014. As part of the inspection, they request the plant's maintenance records and tours the facility to see how the plant is compliant. Fox Metro presents the IEPA with a yearly report by May 1st. When updating Fox Metro's information for this inspection, it was discovered that permit exceedances may have occurred in 2018. Manager Muth explained in detail to the Board the issue that was discovered. He added that the inspection went well and the site tour was well received by Mr. Delgado and expressed that he was impressed by plant's level of maintenance. Manager Muth advised Mr. Delgado that the plant may have exceeded the permit in May and December and he appreciated the honesty management displayed.

Some of the corrective actions that Fox Metro is doing, is Deuchler and his staff double check the calculations to verify if the plant has exceeded the permit limits. Those results have to be submitted to the IEPA by January 25, 2019 and Mr. Frerich stated the report is nearly completed and will be ready for submittal on the 25th.

Manager Muth stated if plant exceeded the permit there may be an issue because it has to be reported within 30 days. If there was an exceedance in December there will not be an issue because we are still within that 30 day window. The results of the report will be completed soon and it will be known whether or not the plant exceeded the permit. Discussion ensued

A new pipe and valves have been purchased and will be integrated by the contractor in order for the Plant to begin to use methane gas again and that will reduce the amount of flaring. The original pipe was installed in 1988 and the hydrogen sulfide has eaten the inside of the pipe.

Manager Muth continued with the Manager's Report and reported that Trustee Childress along with Mr. Peterman from GRNE were present at the



Village of Montgomery Board Meeting on January 14, 2019 and the Village approved the District's Special Use Permit for solar. Mr. Peterman will submit the application by the end of January.

Discussion ensued regarding solar including a recent article in the Beacon news regarding this topic which lacked some important information the public should be aware of. Manager Muth said he spoke with a reporter from the Beacon news and gave information. He was never quoted. Trustee Funkey suggested writing an article to the Beacon news and provide additional information in order to notify the public that the solar project has been researched by the District for many years and investments have been made to support Fox Metro's application for the solar energy grants. Trustee Childress said in normal circumstances this would be a good idea but right now it is not worthwhile to spend the time and effort to do this. He said this is driven by the new Com-Ed guidelines regarding solar energy. The rules are set and will be implemented at the end of the month and they will not deviate. Long discussion ensued

Continuing with the Manager's Report, Manager Muth congratulated staff that participated in the Christmas Tree Decorating Contest at the Village of Montgomery. Fox Metro won second place for the Christmas Tree Display.

On February 4, 2019 at 5:00 p.m., at the City of Aurora, City Hall, 5th floor, Fox Metro in collaboration with the City of Aurora will have the Combined Sewer Overflow Public Information Meeting. This meeting is open to the public and it is a requirement per Fox Metro's permit that this meeting be held every year.

Dan Rivera wanted to recognize members of the Maintenance Team at the Plant who came in on Christmas Eve to work due to a water main break at the plant. Those individuals stepped up, came in and stayed until the problem was resolved.

Operations Supervisor, Joel Ilseman reported the plant is running well, he has had some personnel issues and he along with the Human Resources Coordinator are working together to improve.

Manager Muth advised the Board there would be no Executive Session this month.

Long discussion ensued regarding the upcoming First Annual Legislative Update and Special Board of Trustees Meeting that will be held on January 25, 2019 at 9:00 a.m., at Fox Metro's facility.



10418

With no other business to come before the Board, it was moved by Trustee Childress seconded by Trustee Krahn put to vote and unanimously carried that this meeting be adjourned.

Meeting adjourned at 11:35 A.M.